

04-721

LETTER OF ARRANGEMENT  
BETWEEN

THE GOVERNMENT OF THE UNITED KINGDOM OF GREAT BRITAIN AND  
NORTHERN IRELAND

AND

THE UNITED STATES OF AMERICA

CONCERNING THE POST OF

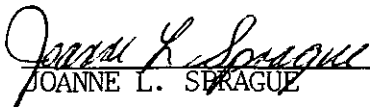
THE PERMANENT JOINT HEADQUARTERS UNITED KINGDOM LIAISON OFFICER

ASSIGNED TO

THE HEADQUARTERS UNITED STATES JOINT FORCES COMMAND

COMMONWEALTH OF VIRGINIA  
CITY OF NORFOLK

I certify that this document, consisting of eighteen (18) pages, front side only, is a true copy of the Letter of Arrangement between The Government of the United Kingdom of Great Britain and Northern Ireland and The United States of America concerning the Post of the Permanent Joint Headquarters United Kingdom Liaison Officer assigned to The Headquarters United States Joint Forces Command presented to me this 31st day of October 2000.

 Notary Public  
JOANNE L. SPRAGUE

My commission expires January 31m 2001

## TABLE OF CONTENTS

PREAMBLE .....	1
ARTICLE I DEFINITIONS.....	1
ARTICLE II SCOPE.....	2
ARTICLE III DUTIES AND ACTIVITIES.....	3
ARTICLE IV FINANCIAL ARRANGEMENTS.....	4
ARTICLE V SECURITY.....	6
ARTICLE VI TECHNICAL AND ADMINISTRATIVE MATTERS.....	7
ARTICLE VII DISCIPLINE AND REMOVAL.....	9
ARTICLE VIII SETTLEMENT OF DISPUTES.....	10
ARTICLE IX ENTRY INTO FORCE, AMENDMENT, DURATION AND TERMINATION.....	10
ANNEX A: SAMPLE CERTIFICATION TO BE SIGNED BY FOREIGN LIAISON OFFICERS.....	12

## PREAMBLE

United States Joint Forces Command (USJFCOM) and the Permanent Joint Headquarters (PJHQ), (each referred to herein individually as a "Party" and together as the "Parties"), desiring to establish formal liaisons between the Parties, hereby agree to the following terms and conditions regarding the assignment of individuals at government facilities to serve as Liaison Officers between them.

## ARTICLE I DEFINITIONS

In addition to any terms defined in other provisions of this Arrangement, the following terms shall have the following meanings when used herein:

1.1 "Classified Information" shall mean official information of a Party that requires protection in the interests of national security of such Party and is so designated by the application of security classification markings.

1.2 "Contact Officer" shall mean a U.S. Department of Defense (DOD) official designated in writing to oversee and control all contacts, requests for information, consultations, access, and other activities of foreign liaison officers who are assigned to, or are visiting, a DOD component or subordinate organization.

1.3 "Controlled Unclassified Information" shall mean unclassified information of a Party to which access or distribution limitations have been applied in accordance with national laws, policies, and regulations of such Party. It includes United States information that is exempt from public disclosure or subject to export controls.

1.4 "Host Government" shall mean the national government of the Host Party.

1.5 "Host Party" shall mean the Party to which the Liaison Officer acts as a liaison pursuant to an assignment by a Parent Party under Article III.

1.6 "International Visits Program (IVP)" shall mean the program established to process visits by, and assignments of, foreign representatives to United States Department of Defense Components and Department of Defense contractor facilities. It is designed to ensure that Classified and Controlled Unclassified Information to be disclosed to foreign nationals has been properly authorized for disclosure to their governments; that the requesting foreign

government provides a security assurance on such foreign nationals and their sponsoring organization or firm, when Classified Information is involved in the visit or assignment, and that administrative arrangements (e.g., date, time and place) for the visit or assignment are provided.

1.7 "Liaison Officer" shall mean a military member or civilian employee of a Parent Party who, upon approval or certification of the Host Party or Government, is authorized by the Parent Party to act as its official representative in connection with programs, projects, or agreements of interest to the Parties' Government.

1.8 "Parent Government" shall mean the national government of the Parent Party.

1.9 "Parent Party" shall mean the Party that assigns a Liaison Officer pursuant to Article III.

## ARTICLE II SCOPE

2.1 During the term of this Arrangement, subject to the agreement of the Parties, each Party may assign military members or civilian employees of its Armed Forces to serve as a Liaison Officer(s) to the other Party in accordance with the terms of this Arrangement.

2.2 The establishment of each Liaison Officer position under this Arrangement shall be based upon the demonstrated need for, and the mutual benefit of, this position to the Parties. Once established, each Liaison Officer position shall be subject to periodic review by either Party to ensure that the position continues to be required by, and is of mutual benefit to, the Parties. The Parties agree that a Liaison Officer position no longer required by, or of mutual benefit to, either Party shall be subject to elimination.

2.3 Commencement of such an assignment shall be subject to any requirements that may be imposed by the Host Party or its government regarding formal certification or approval of Liaison Officers. Liaison Officers to be assigned by their Parent Party to locations in the United States shall be requested pursuant to the International Visits Program (IVP), as defined in Paragraph 1.6 of this Arrangement.

2.4 Unless otherwise provided, the normal tour of duty for a Liaison Officer shall be twenty-four months.

2.5 As a general rule, an individual may serve as a Liaison Officer to only one major military command of the Host Party at any point in time.

### ARTICLE III DUTIES AND ACTIVITIES

3.1 The Liaison Officer shall represent the Parent Party to the Host Party. The Liaison Officer shall not perform duties reserved by the laws or regulations of the Host Government to officers or employees of the Host Government, nor shall the Liaison Officer provide any labor or services to the Host Government or any of its agencies, including the Host Party.

3.2 The Liaison Officer shall be required to comply with all applicable Host Government policies, procedures, laws and regulations. The Host Party shall assign a Contact Officer to provide guidance to the Liaison Officer concerning policies, procedures, laws and regulations of the Host Party, and to arrange for activities consistent with such requirements and the purposes of this Arrangement.

3.3 The Liaison Officer may request access to Host Party facilities by submitting a request to the Contact Officer. Access to Host Party facilities may be granted if such access promotes the purposes of this Arrangement, is consistent with the terms of any applicable certification or approval issued by the Host Government, and is permitted under the applicable policies, procedures, laws and regulations of the Host Government. Approval of such requests shall be at the discretion of the Host Party. Any request for access that exceeds the terms of an applicable certification or approval shall be submitted through the IVP.

3.4 The Liaison Officer shall not be granted access to technical data or other information of the Host Party, whether or not classified, except as authorized by the Host Party, and only to the extent necessary to fulfill the Liaison Officer's functions hereunder. The Liaison Officer shall not be granted access to procurement sensitive information or Privacy Act protected information. The Contact Officer will assist the Liaison Officer in determining what, if any, information is procurement sensitive information or Privacy Act information.

3.5 All information to which the Liaison Officer is granted access while serving as a liaison to the Host Party shall be treated as information provided to the Parent Government, in confidence, and shall not be further released or disclosed by the Liaison Officer to

any other person, firm, organization, or government without the prior written authorization of the Host Government. Disclosure of information to the Liaison Officer shall not be deemed to be a license or authorization to use such information for any purpose other than the purposes described in Article II.

3.6 The Liaison Officer shall not be permitted to participate in exercises, deployments, or civil-military actions, unless expressly authorized to do so by both the Host and Parent Parties.

3.7 The Parent Party shall not place or keep a Liaison Officer in duty assignments in which direct hostilities with forces of third states are likely to occur or have commenced, unless approved by the Parent Party and Host Party, in writing.

3.8 The Liaison Officer shall be required to comply with the dress regulations of the Parent Party but, if requested by the Host Party, shall also wear such identification necessary to identify the Liaison Officer's nationality, rank and status as a Liaison Officer. The order of dress for any occasion shall be that which most closely conforms to the order of dress for the particular organization of the Host Party where the Liaison Officer is located. The Liaison Officer shall be required to comply with the practices of the Host Party with respect to the wearing of civilian clothing.

3.9 Prior to the commencement of a Liaison Officer's tour, the Parent Party shall notify the Host Party of the specific Parent Party organization which will exercise operational control over the Liaison Officer and, if different, the Parent Party organization that will provide administrative support to the Liaison Officer and the Liaison Officer's dependents.

3.10 At the end of a Liaison Officer's tour, or as otherwise agreed by the Parties, the Parent Party may, subject to the provisions of Paragraph 3.3, replace the Liaison Officer with another individual who meets the requirements of this Arrangement.

#### ARTICLE IV FINANCIAL ARRANGEMENTS

4.1 The Parent Party shall bear all costs and expenses of the Liaison Officer, including, but not limited to:

4.1.1 All pay and allowances of the Liaison Officer;

4.1.2 All travel by the Liaison Officer and the Liaison Officer's dependents, including, but not limited to, travel to and from the country of the Host Party;

4.1.3 All costs and expenses associated with the assignment or placement of the Liaison Officer and the Liaison Officer's dependents within the Host Party's country, including travel, office space, clerical support, quarters, rations, medical and dental services, unless specifically stated otherwise in an applicable international agreement;

4.1.4 Compensation for loss of, or damage to, the personal property of the Liaison Officer, or the personal property of the Liaison Officer's dependents;

4.1.5 The movement of the household effects of the Liaison Officer and the Liaison Officer's dependents;

4.1.6 Preparation and shipment of remains and funeral expenses associated with the death of the Liaison Officer or his dependents;

4.1.7 Formal and informal training of the Liaison Officer, other than briefings on Host Party requirements provided by the Contact Officer;

4.1.8 All expenses in connection with the return of a Liaison Officer whose assignment has ended or been terminated, along with his or her dependents; and

4.1.9 All medical and dental services as specified in paragraph 6.6 below.

4.2 The Host Party may provide such office facilities, supplies, equipment, and services as may be necessary for the Liaison Officer to fulfill the purposes of this Arrangement, subject to reimbursement by the Parent Party for the cost of the Liaison Officer's use of such facilities at rates determined by the Host Party. Where the United States is the Host Party, reimbursement for such facilities, equipment, supplies, and services shall be made through Foreign Military Sales (FMS).

## ARTICLE V

## SECURITY

5.1 The Host Party shall establish the maximum substantive scope and classification levels within which the disclosure of any Classified Information or Controlled Unclassified Information to the Liaison Officer will be permitted. The Host Party shall inform the Parent Party of the level of security clearance required to permit the Liaison Officer access to such information. The Liaison Officer's access to such information and facilities shall be consistent with, and limited by the terms of his/her assignment, the provisions of this Article and any other Arrangement between the Parties or their governments concerning access to such information and facilities. Further, access shall at all times be limited to the minimum required to accomplish the purposes of this Arrangement, and, at its discretion, the Host Party may prohibit the Liaison Officer's right of access to any Host Party facility or require that such access be supervised by Host Party personnel.

5.2 Each Party shall cause security assurances to be filed, through the British Embassy in Washington, D.C., in the case of the United Kingdom personnel, and through the U.S. Embassy in London in the case of United States personnel, stating the security clearances for the Liaison Officer being assigned by such Party. The security assurances shall be prepared and forwarded through prescribed channels in compliance with established Host Party procedures. For the United States, the prescribed channels shall be the International Visits Program (IVP), as defined in paragraph 1.6 of this Arrangement.

5.3 The Parent Party shall ensure that each assigned Liaison Officer is fully cognizant of, and complies with, applicable laws and regulations concerning the protection of proprietary information (such as patents, copyrights, know-how, and trade secrets), classified information and controlled unclassified information disclosed to the Liaison Officer. This obligation shall apply both during and after termination of an assignment as a Liaison Officer. Prior to taking up duties as a Liaison Officer, the Liaison Officer of the United Kingdom shall be required to sign the certification at Annex A. Only individuals who execute the certification shall be permitted to serve as Liaison Officers with the United States Joint Forces Command.

5.4 The Parent Party shall ensure that the Liaison Officer, at all times, complies with the security laws, regulations and procedures of the Host Government. Any violation of security procedures by a Liaison Officer during his or her assignment shall be reported to the Parent Party for appropriate action. Upon request by the Host



Party, the Parent Party shall remove any Liaison Officer who violates security laws, regulations, or procedures during his or her assignment.

5.5 All Classified Information made available to the Liaison Officer shall be considered to be Classified Information furnished to the Parent Party, and shall be subject to all provisions and safeguards provided for under the General Security of Military Information Arrangement (GSOMIA) in force between the United States of America and the United Kingdom.

5.6 The Liaison Officer shall not take custody of Classified Information or Controlled Unclassified Information in tangible form (for example, documents or electronic files), except as expressly permitted by the terms of the Host Party certification of the Liaison Officer (and requested in writing by the Parent Government) for the following situations:

5.6.1 Couriers. The Liaison Officer may take custody of Classified Information to perform courier functions, when authorized by the Host Party certification for the Liaison Officer. The Classified Information shall be packaged and receipted for in compliance with Host Party requirements.

5.6.2 On-Site Storage. The Liaison Officer may be furnished a secure container for the temporary storage of Classified Information, consistent with the terms of the certification, provided the security responsibility and control of the container and its contents remains with the Host Party.

## ARTICLE VI TECHNICAL AND ADMINISTRATIVE MATTERS

6.1 The Host Party's certification or approval of an individual as a Liaison Officer shall not bestow diplomatic or other special privileges on that individual.

6.2 To the extent authorized by the laws and regulations of the Host Government, and in accordance with Article IV of this Arrangement, the Host Party may provide such administrative support as is necessary for the Liaison Officer to fulfill the purposes of this Arrangement, subject to reimbursement by the Parent Party.

6.3 Applicable laws and regulations or international agreement between the Host Government and the Parent Government shall govern exemption from taxes, customs or import duties, or similar charges for the Liaison Officer or the Liaison Officer's dependents.

6.4 If the Host Party provides office space to the Liaison Officer, the Host Party shall determine the normal working hours for the Liaison Officer.

6.5 The Parent Party shall ensure that the Host Party is informed as far in advance as possible of any absences of the Liaison Officer.

6.6 The Liaison Officer and his/her authorized family members shall be provided care in military medical and dental facilities to the extent permitted by applicable law, policy, and international agreement (including Article IX, NATO SOFA). Where a reciprocal agreement for health care exists between the Parties, the access entitlement of the Liaison Officer and his/her family members is specified. For those personnel covered by such an agreement, care is generally provided free of charge. All Liaison Officers and family members not covered by a reciprocal agreement may be offered health care, on a reimbursable basis, in military facilities. Where military facilities are not available, the Liaison Officer shall be responsible for all medical and dental costs incurred by himself/herself and his/her family. The Parent Party shall ensure that the Liaison Officer and his/her family members are physically fit prior to the Liaison Officer's tour of duty. The Parent Party shall be responsible for familiarizing itself with the medical and dental services available to the Liaison Officer and his/her family members, and the costs of, and the procedures for, use of such services.

6.7 The Liaison Officer and his/her dependents may be accorded the use of military commissaries (including rationed items), exchanges (including Class VI stores), Officer's Clubs, Armed Forces Recreation Centers, theaters and similar morale and welfare activities, in accordance with the laws, regulations, and policies of the Host Party.

6.8 To the extent permitted by the laws and regulations of the Host Government, and subject to reimbursement by the Parent Party, the Host Party may provide, if available, housing and messing facilities for the Liaison Officer and the Liaison Officer's dependents on the same basis and priority as for its own personnel of comparable rank and assignment. At locations where housing and messing facilities are not provided by the Host Party, the Host Party shall use reasonable efforts to assist the Parent Party to locate such facilities for the Liaison Officer and the Liaison Officer's dependents.

6.9 The Parent Party shall ensure that the Liaison Officer and the Liaison Officer's dependents have all documentation required by the Host Government for entry into, and exit from, the country of the Host Government at the time of such entry or exit. Unless exempted under an applicable international agreement between the Parties, Liaison Officers and their authorized dependents entering the United States shall be required to comply with United States Customs Regulations.

6.10 The Parent Party shall ensure that the Liaison Officer and those family members accompanying the Liaison Officer in the country of the Host Party shall obtain motor vehicle liability insurance coverage for their private motor vehicles, in accordance with applicable laws, regulations and policies of the Host Government, or the political subdivisions of the country of the Host Party in which the Liaison Officer and his/her family members are located.

6.11 The Parent Party will be responsible for finding domestic accommodation for assigned Liaison Officers.

#### ARTICLE VII DISCIPLINE AND REMOVAL

7.1 Except as provided in Section 7.2, neither the Host Party nor the armed forces of the Host Government may take disciplinary action against a Liaison Officer who commits an offense under the military laws or regulations of the Host Party, nor shall the Host Party exercise disciplinary powers over the Liaison Officer's dependents. The Parent Party, however, shall take such administrative or disciplinary action against the Liaison Officer as may be appropriate under the circumstances, to ensure compliance with this Arrangement, and the Parties shall cooperate in the investigation of any offenses under the laws or regulations of either Party.

7.2 The certification or approval of a Liaison Officer may be withdrawn, modified or curtailed at any time by the Host Party for any reason, including, but not limited to, the violation of the regulations or laws of the Host Party or the Host Government. In addition, at the request of the Host Party, the Parent Government shall remove the Liaison Officer or a dependent of the Liaison Officer from the territory of the Host Government. The Host Party shall provide an explanation for its removal request, but a disagreement between the Parties concerning the sufficiency of the Host Party's reasons shall not be grounds to delay the removal of the Liaison Officer.

7.3 A Liaison Officer shall not exercise any supervisory or disciplinary authority over military or civilian personnel of the Host Party.

#### ARTICLE VIII SETTLEMENT OF DISPUTES

8.1 Disputes arising under or relating to this Arrangement shall be resolved only through consultations between the Parties and shall not be referred to an individual, national or international tribunal, or to any other forum for settlement.

#### ARTICLE IX ENTRY INTO FORCE, AMENDMENT, DURATION AND TERMINATION

9.1 All obligations of the Parties under this Arrangement shall be subject to national laws and the availability of appropriated funds for such purposes.

9.2 The Parent Party shall ensure that the Liaison Officer complies with all obligations and restrictions applicable to the Liaison Officer under this Arrangement.

9.3 This Arrangement may be amended by the mutual written Arrangement of the Parties.

9.4 This Arrangement may be terminated at any time by written Arrangement of both Parties. In the event both Parties agree to terminate this Arrangement, the Parties shall consult prior to the date of termination.

9.5 Either Party may terminate this Arrangement upon one hundred and eighty (180) days written notification to the other Party.

9.6 In the event of conflict between the terms of this Arrangement and the terms of an applicable Letter of Offer and Acceptance (LOA), the terms of the LOA shall control. Any LOAs associated with or related to this Arrangement shall be terminated in accordance with their terms.

9.7 The respective rights and responsibilities of the Parties under Article V (Security) shall continue, notwithstanding the termination or expiration of this Arrangement.

9.8 No later than the effective date of expiration or termination of this Arrangement, each Party shall remove its Liaison Officer(s) and such Liaison Officer's(s') dependents from the territory of the

other Party and pay any money owed to the other Party under this Arrangement. Any costs or expenses for which a Party is responsible pursuant to Article IV of this Arrangement, but which were not billed in sufficient time to permit payment prior to termination or expiration of this Arrangement, shall be paid promptly after such billing.

9.9 This Arrangement shall supercede any and all prior Arrangements regarding Liaison Officers entered into by the Parties or their organizations, units, or agencies.

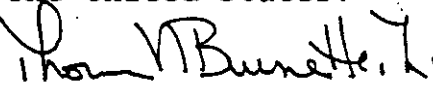
9.10 This Arrangement shall enter into force upon signature by both Parties. This Arrangement shall remain in force for five (5) years, and may be extended by written agreement of the Parties.

9.11 This Arrangement consists of nine (9) Articles and an Annex A - Certification. Appendices to Annex A may be entered into by the Parties to establish and set forth the duties, conditions, and responsibilities for a particular Liaison Officer. Authority to enter into such appendices may be delegated. The terms of such appendices may not conflict with those set forth herein.

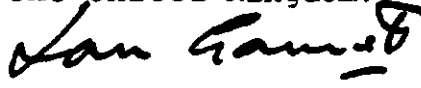
IN WITNESS WHEREOF, the undersigned, being duly authorized, have signed this Arrangement.

DONE at \_\_\_\_\_, this 12th day October 2000.

ON BEHALF OF  
The United States:

  
THOMAS N. BURNETTE, JR.  
Lieutenant General, U.S. Army  
Deputy Commander in Chief  
U.S. Joint Forces Command  
Dated:

ON BEHALF OF  
The United Kingdom:

  
SIR IAN GARNETT KCB  
Vice Admiral  
Chief of Joint Operations  
Permanent Joint Headquarters  
Dated:

## ANNEX A - CERTIFICATION

JW300

[Date]

### SECTION I LIAISON OFFICER LEGAL STATUS OF CERTIFICATION

As a representative of the Permanent Joint Headquarters under the auspices of an Extended Visit Authorization to the U.S. Joint Forces Command, I am subject to the jurisdiction of United States federal, state, and local laws, except as provided by treaty, other specific legal authority, or the terms of any diplomatic immunity which I may have been granted. I understand that my acceptance of the Liaison Officer position does not bestow diplomatic or other special privileges.

### SECTION II LIAISON OFFICER CONDITIONS OF CERTIFICATION

1. Responsibilities: I understand that my activities shall be limited to the representational responsibilities of my government and that I am expected to present the views of my government with regard to the issues which my government and the U.S. Government have a mutual interest. I shall not perform duties that are reserved by law or regulation to an officer or employee of the U.S. Government.
2. Costs: I understand that all costs associated with my duties as a Liaison Officer shall be the responsibility of my government, including, but not limited to, travel, office space, clerical services, quarters, rations, and medical and dental services.
3. Extensions and Revalidation: I understand that if my government desires to request an extension or revalidation of my position beyond the original dates for which I am certified, a new visit request shall be submitted not later than 30 days prior to the expiration date of the current Extended Visit Authorization.
4. Contact Officer: I understand that when the certification process is completed, Contact Officers from the J7/Joint Warfighting Center (JWFC), and J9/Joint Warfighting Experimentation Battle Lab (JWEBL) Directorates and the Joint Battle Center (JBC) shall be assigned to sponsor me during my visit to the U.S. Joint Forces Command. I further understand that I shall coordinate, through my

Contact Officer, all requests for information, visits, and other business which fall under the terms of my certification. I also understand that requests for information which are beyond the terms of my certification shall be made through the Office of the Defense Attaché.

5. Other Visits: I understand that visits to facilities for which the purpose does not directly relate to the terms of my certification shall be made through the Office of the Defense Attaché.

6. Uniform: I understand that I shall wear my national uniform when conducting business at the Joint Training, Analysis, and Simulation Center (JTASC) or other Department of Defense facilities, unless otherwise directed. I shall comply with my Parent Government's service uniform regulations.

7. Duty Hours: I understand that my duty hours are Monday through Friday, from 0800 to 1730 and that my primary place of duty is the JTASC. Should I require access to my work area during non-duty hours, I am required to request permission from the Command Security Officer. I further understand that it is necessary to assign a United States escort officer to me during my non-duty access. Any cost incurred as a result of such non-duty access may be reimbursable to the United States Government.

8. Security:

a. I understand that access to U.S. Government information shall be limited to that information determined by my Contact Officer to be necessary to fulfill the functions of a Liaison Officer. I also understand that I may not have unsupervised access to U.S. Government computer systems, unless the information accessible by the computer is releasable to my government in accordance with applicable U.S. law, regulations and policy.

b. All information to which I may have access during my certification shall be treated as information provided to my government in confidence and shall not be further released or disclosed by me to any other person, firm, organization, or government without the prior written authorization of the United States Government.

c. I shall immediately report to my most readily available Contact Officer should I obtain or become knowledgeable of United States Government information for which I am not authorized to have access. I further agree that I shall report to my Contact Officer

any incidents of my being offered or provided information that I am not authorized to have.

d. If required, I shall display a security badge on my outer clothing so that it is clearly visible. The United States Government shall supply this badge.

9. Compliance: I have been briefed on, fully understand, and shall comply with the terms and conditions of my certification. Failure to comply may result in termination of my certification. I further understand that the termination of my certification does not preclude further disciplinary action in accordance with any applicable Status of Forces Agreement or other government-to-government agreements.

10. Definitions of Terms: Terms not defined herein shall have the definitions ascribed to them in the applicable Arrangement governing my assignment as a Liaison Officer.

**SECTION III  
LIAISON OFFICER  
TERMS OF CERTIFICATION**

1. Contact Officer: The following officers have been assigned as my Contact Officer.

a. J7/JWFC or Lead Directorate:

(1) Primary: LTCOL Sam Christopher, USMC, JW371

(2) Alternate: MAJ Roger Gates, USAF, JW375

b. J9 Directorate:

(1) Primary: LTC Stanley Hoskin, USA, J9151

(2) Alternate: LTCOL John Harris, USMC, J9152

c. Joint Battle Center:

(1) Primary: COL Gary Bradley, USMC, JBC

(2) Alternate: MAJ Vinnie Cirelli, USA, JBC

The named Contact Officers will provide on a reimbursable basis, if appropriate (see Section II, para 2), the necessary supplies,



equipment, and office space to conduct the duties the LO is assigned. The Lead Contact Officers are defined as the contact officers in the Directorate where the LO primarily works.

2. In addition, the Lead Contact officers will:

a. Organize the LO work, travel, and leave schedule in coordination with other directorates, as applicable.

b. Request identification cards, security badges, vehicle passes, etc., for the LO.

c. Be responsible for submitting an evaluation report on the LO in coordination with other directorates, as applicable.

3. Contact officers in other directorates will arrange for appropriate support while the LO is working in their activity.

4. Certification: I am certified to the U.S. Joint Forces Command in support of the following programs/topics/etc. PJHQ LO will be expected to conduct liaison duties consistent with the training of US joint forces, joint experimentation, and the development of joint force capabilities.

5. Travel: I may visit the following locations under the terms of my certification, with the permission of my Contact Officer:

Headquarters, United States Central Command;  
Headquarters, United States European Command;  
Headquarters, United States 3<sup>rd</sup> Army, FT McPherson, GA.

**SECTION IV  
LIAISON OFFICER  
CERTIFICATION OF IN-BRIEFING**

I, Michael C. Montagu, understand and acknowledge that I have been certified as a Liaison Officer to the U.S. Joint Forces Command, as agreed upon between the Permanent Joint Headquarters and the United States Joint Forces Command. I further acknowledge that I fully understand and have been briefed on (1) the legal status of my certification; (2) the conditions of my certification; and (3) the terms of my certification. I further acknowledge that I shall comply with the conditions and responsibilities of my certification.

\_\_\_\_\_  
(SIGNATURE OF LIAISON OFFICER)

MICHAEL C. MONTAGU  
(TYPED NAME OF LIAISON OFFICER)

Lieutenant Colonel,  
(RANK AND/OR TITLE)

\_\_\_\_\_  
(DATE)

\_\_\_\_\_  
(SIGNATURE OF BRIEFER)

\_\_\_\_\_  
(TYPED NAME)

\_\_\_\_\_  
(LOCATION)